Department of Technology Services – Administrative Transition Team

Sub-Team: **Facilities**		Sub-Team Chair: Ryan Walker	
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Project Objective Statement (Scoping Statement)

The facilities sub-team will address the following issues pertaining to the physical space, support equipment and cost allocations associated the housing and support of Department of Technology Services. HB109 does not address facility issues.

1) Develop a comprehensive list of facility issues arising from HB109 for all affected employees, departments and agencies.
2) Create a measurement of the current statistics (and costs) in place to baseline current levels of service and facilities.
3) Develop a set of measurements and metrics for all facility services, across all agencies for DTS to use for comparison.
4) Develop recommendations on how to manage these facility issues in the Department of Technology Services.

Task Name	Brief Description	Start Date	End Date	Comments
OS&M	Resolve issues pertaining to space, general services, cost allocation			
Equipment	Resolve issues pertaining to office equipment and supplies			
Security	Resolve issues pertain to badges, physical access, federal security guidelines			
Support Services	Resolve issues pertaining to mail, office configuration, administrative support, parking, use of POVs			